

**Regional Municipality of Waterloo  
Waterloo Regional Heritage Foundation  
Board Agenda**



Tuesday, June 14, 2022, 5:30 p.m.

Meeting to be held electronically

150 Frederick Street, Kitchener, Ontario

Should you require an alternative format please contact the Regional Clerk at Tel.: 519-575-4400,  
TTY: 519-575-4605, or [regionalclerk@regionofwaterloo.ca](mailto:regionalclerk@regionofwaterloo.ca)

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. <a href="#">Approval of Minutes - June 8, 2021</a></b>	<b>2</b>
Recommended Motion: That the minutes of Waterloo Regional Heritage Foundation Annual General Meeting from June 8, 2021, be approved.	
<b>3. <a href="#">Adoption of the Annual Report</a></b>	<b>5</b>
Recommended Motion: That the Annual Report of the Waterloo Regional Heritage Foundation for the year ending December 31, 2021, be adopted.	
<b>4. <a href="#">Adoption of the 2021 Financial Statements</a></b>	<b>13</b>
Recommended Motion: That the Auditor's Statements of the Waterloo Regional Heritage Foundation for the year ending December 31, 2021, be adopted as presented.	
<b>5. Election of Directors</b>	
<b>6. Next Regular Meeting - June 28, 2022</b>	
<b>7. Adjourn</b>	
Recommended Motion: That the meeting adjourn at x:xx x.m.	



## **Waterloo Regional Heritage Foundation**

### **Minutes**

Tuesday, June 8, 2021

5:32 p.m.

This meeting was held electronically

150 Frederick Street, Kitchener

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Present were: Chair J. Glass, E. Clarke, P. Elsworthy, D. Emberly, L. Haggerty, V. Hicks, M. Lee, J. Lewis, B. Martin and K. Redman

Members absent: J. Clinckett, V. Mance

### **Opening Remarks**

Chair J. Glass welcomed everyone to the Annual General Meeting noting the goals and highlights of the Foundation over the last year and reminded everyone that the awards have been postponed until COVID-19 restrictions are lifted.

### **Approval of Minutes**

Moved by D. Emberly

Seconded by L. Haggerty

That the minutes of the Waterloo Regional Heritage Foundation Annual General Meeting held on June 9, 2020, be approved.

Carried

### **Adoption of the Annual Report**

J. Glass noted a correction in the wording of Counties opposed to Townships in the Chair's report.

Moved by E. Clarke

Seconded by M. Lee

That the Annual Report of the Waterloo Regional Heritage Foundation for the year ending December 31, 2020, be adopted, as presented.

Carried, as amended

### **Adoption of the Financial Statements and Auditor's Statement**

The Foundation noted the importance of keeping an eye on grant expiries, as the pandemic has caused a few applications to lapse.

Moved by B. Martin

Seconded by E. Clarke

That the Auditor's Statements of the Waterloo Regional Heritage Foundation for the year ending December 31, 2020, be adopted as presented.

Carried

### **Other Business**

D. Emberly noted that passing of two past members Kathryn Lamb and Margaret Goodbody, and provided a background with their involvement with WRHF and other historical interests. A copy of his notes are appended to the original minutes.

### **Election of Directors**

Chair J. Glass conducted the election of the Directors of the Foundation. He noted that there are three vacancies on the Foundation Board for 3-year terms and applications were received from David Emberly, Lyndsay Haggerty and Jane Holland.

The Foundation discussed the importance of the applicants to be able to participate electronically, during this time, in order to meet quorum requirements.

Moved by M. Lee

Seconded by P. Elsworthy

That the applications of David Emberly, Lyndsay Haggerty and Jane Holland be accepted.

Carried

Moved by K. Redman

Seconded by P. Elsworthy

That the nominations be closed.

Carried

Chair J. Glass declared David Emberly, Lyndsay Haggerty and Jane Holland as elected to the Foundation's Board of Directors for three-year terms, with a note to the importance of attendance and the operation of meetings via zoom.

### **Other Business**

The Foundation thanked J. Lewis for her commitment, dedication and work on the Foundation over the last nine years.

J. Glass remarked on the upcoming work the Foundation will be undertaking in the fall of 2021, including a policy on restoration versus maintenance.

### **Next Regular Meeting – June 22, 2021**

### **Adjourn**

Moved by K. Redman

Seconded by M. Lee

That the meeting adjourn at 6:03 p.m.

Carried

**Foundation Chair, J. Glass**

**Foundation Secretary, J. Rudy**



Annual Report  
of the  
Waterloo Regional Heritage  
Foundation

2021

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OFFICE OF THE REGIONAL CHAIR  
Karen Redman

Regional Municipality of Waterloo

150 Frederick Street  
Kitchener ON N2G 4J3 Canada  
Telephone: 519-575-4585  
TTY: 519-575-4608  
Fax: 519-575-4440  
[kredman@regionofwaterloo.ca](mailto:kredman@regionofwaterloo.ca)  
[www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)



## Message from the Regional Chair

June 2022

On behalf of our community and Region of Waterloo Council, I would like to thank the members of the Waterloo Regional Heritage Foundation for your continued stewardship of our local heritage. It remains an enormous honour to serve alongside the many passionate and involved members that make up the Foundation's board.

I want to congratulate the board on its approach to a review of strategic priorities. For decades, the WRHF has not only stewarded millions of dollars for heritage projects, but has also served as a resource and guide for how our community preserves and promotes its heritage. This strategic review will allow WRHF to continue to provide meaningful community impact, deliver outcomes, as well as reflect the growth and diversity of our local heritage.

Since its founding, the WRHF, like the Region of Waterloo, has been more than the sum of its parts. I firmly believe that the regional approach to granting and to heritage delivers a stronger, more comprehensive, more vibrant community. As our region continues to grow, I look forward to seeing the ways that the individuals, organizations and projects supported the WRHF continue to preserve our heritage for current and future generations.

Sincerely,

Karen Redman  
Regional Chair

## **Message from the Chair**

Waterloo Regional Heritage Foundation (WRHF) was incorporated as a non-profit organization on February 13, 1974. The mandate then, as now, is to preserve and promote the unique heritage of Waterloo Region – the cities of Kitchener, Waterloo and Cambridge and the townships of North Dumfries, Woolwich, Wellesley and Wilmot.

For the past 49 years, WRHF received its funding through an annual grant from the Region of Waterloo. WRHF directed these public funds towards local heritage projects based on the merit of their perceived heritage value. The process involved the Allocations & Finance (A&F) committee members assessing applications and making funding recommendations to the board. The entire board then assessed the recommendation. Sometimes, the project scope and award amounts were altered in the final motion presented to the board. This final motion was then voted upon by all board members.

As part of an overall review of its approach to discretionary grants, Region of Waterloo Council voted to pause funding to WRHF. This decision was announced in December 2021. Early in the 2022, the WRHF board decided to take steps during the funding pause to ensure that its grant award policies were in alignment with the Region's strategic plan. While WRHF always fully assessed and documented all applications ensuring transparency, the board wanted to ensure future grant awards, if any, were aligned with the Region's strategic objectives which include in part, diversity, inclusiveness and climate actions.

In our January 2022 meeting, the WRHF board voted to temporarily pause the acceptance of grant applications while we reviewed and modified our policies. A Strategic Planning Committee was formed. That committee's goal during this funding pause is to align WRHF grant policies with the Region's strategic objectives. WRHF will attempt to regain some form of funding from the Region and may look at the possibility of obtaining third party funding as well. WRHF released a press notice on May 13, 2022 announcing that we had paused receiving grant applications and that we were working on aligning our grant policy review practices with the strategic objectives of the Region of Waterloo.

The Strategic Planning Committee has been meeting twice a month, and their goal is to present recommendations to Waterloo Regional Council before the end of the year. The Strategic Planning Committee's report can be found in the Foundation report.

To date, approximately \$3 million has been distributed to fund heritage projects in Waterloo Region. The Foundation hopes to be able to return to funding heritage projects and recognizing heritage leaders for years to come.

John Glass, Chair



## Membership 2021-2022

<b>Members</b>	<b>Municipality</b>
John Glass, Chair	Wilmot
Elizabeth Clarke, Regional Councillor	Kitchener
John Clinckett	Cambridge
Phillippe Elsworthy	Waterloo
David Emberly	Cambridge
Lyndsay Haggerty (Resigned)	Kitchener
Vanessa Hicks	Kitchener
Michelle Lee	Waterloo
Jane Holland	Cambridge
Victoria Mance	Kitchener
Barry Martin, Vice Chair (Resigned)	Waterloo
Karen Redman, Regional Chair	Kitchener

Secretary – Julie Hale

Treasurer – Craig Dyer, Regional Treasurer

## **Allocations and Finance Committee**

The Allocations and Finance (A&F) sub-committee is responsible for reviewing all grant applications and making grant approval and rejection recommendations and motions to the Foundation's Board of Directors. Grant applications are considered for building projects, publications and events that support heritage in Waterloo Region. The board discusses recommendations by A&F before making motions and voting on those motions.

2021/2022 continued to offer many challenges. As discussed elsewhere in this Annual Report, funding to Waterloo Regional Heritage Foundation (WRHF) was paused by Waterloo Region Council in December 2021. This action had a significant impact on A&F and it's ability to continue funding projects. As a result of a board vote, the A&R Committee stopped accepting grant applications in January 2022.

Some funds were allocated this past year. Based on A&F's recommendations, between September 2021 and January 2022, WRF's board approved three applications (two property grants and one publication grant) whose value totalled approximately \$21,700. The details of the grant applications and the board's decisions with respect to these applications are in the WRHF meeting minutes. These minutes are posted on the Foundation's website.

Before the end of 2022, the WRHF board is hopeful that we will be able to get a decision from Waterloo Region Council on whether or not they will resume WRHF's funding. Once funding is re-established, WRHF will continue to work with applicants to ensure that they are submitting appropriate and complete grant applications for the board's consideration.

In conclusion, I would like to thank Mr. Barry Martin for taking a leadership role and chairing the A&F Committee. The committee and the board members valued Barry's opinions and the direction that he was providing in helping us align WRHF's grant policies with the Region's strategic plan. Barry resigned from the board in April 2022 as no longer owned property or worked in the Region of Waterloo.

John Glass, Acting Chair

## **Heritage Advisory and Communications Committee**

The Heritage Advisory & Communications (HAC) Committee is responsible for the granting of awards to all deserving recipients and to the planning and executing public events and communications, including our Annual General Meeting (AGM). The AGM had become one of the highlights of our year. At this event, we recognized winners of our heritage awards and shared WRHF's successes with the award winners, their families, friends and colleagues, and members of the general public.

As COVID restrictions continued through the spring of 2022, we were unable to consider the re-establishment of our "live" AGM and regular awards program. We were unable to schedule any public outreach events, including the AGM in June 2022. Because of the COVID restrictions, HAC was almost totally inactive during the past year.

HAC was also impacted by the WRHF funding pause that was instituted by the Region of Waterloo Council in December 2021. No further funds were spent on awards or event. HAC is waiting for recommendations from our Strategic Planning Committee to determine how we will operate in 2023 and beyond.

The current awards, which may be subject to change, are outlined below. Let a HAC member, or any other WRHF board member know if you would like to nominate a person, business or institution for one of these awards. The board is hopeful that we will be able to reinvigorate our awards program for the 2023 AGM.

### **Awards of Excellence**

The Awards of Excellence are intended to recognize outstanding contributions by individuals, institutions and organizations to heritage preservation in Waterloo Region, in such areas as archaeological, archival, cultural, education, genealogical, historical, individual, literary, media, natural, other. The program began in 1983.

#### **Sally Thorsen Award of Excellence**

This award of excellence was created in 1998 in honor of the former commissioner of the Planning and Culture Department for the Region of Waterloo. This award may be presented to only one person in a year who has demonstrated, in the course of at least ten years of their professional lives, an outstanding level of commitment to heritage concerns.

#### **Dr. Jean Steckle Award of Heritage Education**

This award for excellence in heritage education is presented to an individual who has demonstrated leadership in heritage education through teaching, writing or by example, and who has encouraged and mentored others in the understanding and appreciation of the natural or cultural heritage of Waterloo Region.

## **Strategic Planning Committee**

The Strategic Planning Committee is a subcommittee of the Waterloo Region Heritage Foundation tasked with leading the Foundation's internal strategic review. Over the past year, Committee members have met regularly – sometimes bi-weekly - to review and evaluate the Foundation's guiding documents, standard practices and award distributions.

The Committee has developed a set of draft value statements and continues to work steadily to develop new vision and mission statements. The guiding documents anticipated to come from this work will help the Foundation demonstrate greater transparency, consistency, equity and inclusion in its decision making and allocation of funds. The strategic review will also consider the Foundation's alignment with the strategic goals and objectives of the Region of Waterloo, which is the Foundation's primary funder. Results of the Committee's strategic planning work will be presented to the Foundation and broader community in the coming months.

The Committee is excited about the work it has accomplished to date and looks forward supporting the Foundation as it starts a new chapter in the conservation and celebration of Waterloo region's local heritage.

Michelle Lee, Committee Chair

Financial Statements of

**WATERLOO REGIONAL  
HERITAGE FOUNDATION**

And Independent Auditors' Report thereon

Year ended December 31, 2021



KPMG LLP  
120 Victoria Street South  
Suite 600  
Kitchener ON N2G 0E1  
Canada  
Tel 519-747-8800  
Fax 519-747-8811

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Waterloo Regional Heritage Foundation

We have audited the financial statements of The Waterloo Regional Heritage Foundation (the Entity), which comprise:

- the statement of financial position as at December 31, 2021
- the statement of revenues and expenses and accumulated net revenue for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants, Licensed Public Accountants

Kitchener, Canada

June 6, 2022



# WATERLOO REGIONAL HERITAGE FOUNDATION

## Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
<b>Assets</b>		
Cash	\$ 360,324	\$ 8,401
Accounts receivable	106,505	251
Prepaid expenses	2,285	1,000
Investments (note 2)	—	348,623
	<b>\$ 469,114</b>	<b>\$ 358,275</b>
<b>Liabilities and Fund Balance</b>		
<b>Liabilities:</b>		
Accounts payable	\$ 88,808	\$ —
Grants committed (note 3)	232,264	137,910
	<b>321,072</b>	<b>137,910</b>
<b>Fund balance:</b>		
Accumulated net revenue	148,042	220,365
	<b>\$ 469,114</b>	<b>\$ 358,275</b>

See accompanying notes to financial statements.

# WATERLOO REGIONAL HERITAGE FOUNDATION

## Statement of Revenues and Expenses and Accumulated Net Revenue

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Revenue		
Grant from Region of Waterloo	\$ 106,210	\$ 106,210
Interest	3,343	3,522
	109,553	109,732
Expenses (Schedule)	181,876	143,055
Net expense	(72,323)	(33,323)
Accumulated net revenue, beginning of year	220,365	253,688
Accumulated net revenue, end of year	\$ 148,042	\$ 220,365

See accompanying notes to financial statements.

# **WATERLOO REGIONAL HERITAGE FOUNDATION**

## **Notes to Financial Statements**

Year ended December 31, 2021

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### **Purpose of foundation:**

The Waterloo Regional Heritage Foundation is primarily a grant making organization which supports heritage initiatives in Waterloo Region. Its primary purpose is to preserve and financially assist in the preservation of heritage landmarks, historical buildings and other projects of historical significance to the Region of Waterloo.

### **1. Significant accounting policies:**

These financial statements are prepared in accordance with the Chartered Professional Accountants of Canada Handbook Part III - Canadian accounting standards for not-for-profit organizations. The Foundation's significant accounting policies are as follows:

#### **(a) Basis of accounting:**

The accrual basis of accounting is used for financial reporting.

#### **(b) Fixed assets:**

The historical cost and accumulated depreciation of fixed assets is not reported. Expenses of a capital nature are charged against revenues in the year they are incurred.

### **2. Investments:**

In 2021, the Heritage Foundation transferred its investment from the Regional Municipality of Waterloo to its own bank account.

# WATERLOO REGIONAL HERITAGE FOUNDATION

Notes to Financial Statements, continued

Year ended December 31, 2021

## 3. Grants committed:

The Heritage Foundation approved the payment of the committed grants upon the applicant meeting all of the conditions of their approval. It is expected that all conditions will be fulfilled, and these grants will be paid in 2022.

	Approved
<b>Grants committed by year:</b>	
2020	
Central Presbyterian Church - Project Grant - Slate Roof Replacement	\$ 100,000
2021	
Kitchener Public Library - Oral History	13,740
Omar Kaake - Project Grant - 35-37 and 39 Main St. Cambridge	100,000
Paul Langan - One Publication	1,000
Steckle Heritage Farm - Steel roof restoration	10,405
Rene Foster and Bruce Eby - Project Grant - Waterloo County 1861	
Tremaine Map Restoration	7,119
	132,264
Total grants committed	\$ 232,264

## 4. Statement of cash flows:

A statement of cash flows has not been presented as it would not provide any additional useful information.

## 5. Subsequent events:

The Region of Waterloo has paused grant funding to the Waterloo Regional Heritage Foundation for 2022. The Region is revising its overall approach to discretionary grants. Accordingly, on February 8, 2022, the Heritage Foundation passed a resolution to pause granting or accepting any new applications until an internal strategic review is completed. This pause will provide the Heritage Foundation with an opportunity to review and evaluate how it fits with the Regional Council's strategic priorities, including Thriving Economy, Climate Action, and Healthy, Safe and Inclusive Communities.

# WATERLOO REGIONAL HERITAGE FOUNDATION

## Schedule of Expenses

Year ended December 31, 2021

	2021	2020
Grants paid (refunded):		
2021		
Frances L. Stewart/Gail Pool - 110 Water St	\$ 2,000	\$ —
Stephen Young - Project Grant - Dickson and Bruce History meets Mystery TV Episode	2,260	—
Meg Crawford - 23 Roland Street	35,000	—
Mike Finnerty - 71 Heins Ave, Kitchener - Project Grant – Front window replacement	4,633	—
Tom Beechey - Property Grant - 91 Cooper St	(5,000)	—
The Company of Neighbours - Project Grant - Throwback Website (Digital Form of Historical Storytelling)	(780)	—
2020		
Scott Bradford - Project Grant - Exterior surface preparation and painting - 21 Lansdowne Rd N	—	3,588
Ted Boyd - Property Grant - 58 St Andrew Street, Cambridge	—	(5,000)
Sharmalene Mendis-Millard - Property Grant - 222 Mary Street, Waterloo	—	1,293
	38,113	(119)
Grants committed (note 3):		
2021		
Kitchener Public Library - Oral History	13,740	—
Omar Kaake - Project Grant - 35-37 and 39 Main St. Cambridge	100,000	—
Paul Langan - One Publication	1,000	—
Steckle Heritage Farm - Steel roof restoration	10,405	—
Rene Foster and Bruce Eby - Project Grant - Waterloo County 1861 Tremaine Map Restoration	7,119	—
2020		
The Company of Neighbours - Project Grant: Throwback Website (Digital Form of Historical Storytelling)	—	6,780
Central Presbyterian Church - Project Grant: Slate Roof Replacement	—	100,000
Marion Roes - Publication Grant: Death as Life's Work	—	25,000
Stephen Young - Project Grant: Dickson and Bruce History meets Mystery TV Episode	—	1,130
	132,264	132,910
Administration:		
Waterloo Historical Society Annual Volume	5,000	5,000
Miscellaneous	2,442	2,568
Foundation meetings and seminars	—	109
Insurance	2,090	1,944
Promotion and advertising	1,967	458
Printing stationery and supplies	—	48
Memberships	—	137
	11,499	10,264
	\$ 181,876	\$ 143,055